



STATE OF NEW JERSEY DEPARTMENT OF EDUCATION

NONPUBLIC SCHOOL NURSING PROGRAM

MONITORING AND RECORDKEEPING REQUIREMENTS AND DISTRIBUTION OF NONPUBLIC NURSING FUNDS FORM

District Board of Education Monitoring and Recordkeeping Requirements¹

For the purposes of monitoring and recordkeeping, the district board of education providing health services to nonpublic schools shall annually submit the following information to the county superintendent of education *on or before October 1* and shall provide a copy to the chief school administrator of the nonpublic schools within school district boundaries:

1. [Nursing consultation agreement form](#), including amount of funds allocated to the nonpublic school for nursing services and the services to be provided (*NOTE: NJDOE recommends that consultations be completed by the end of June to ensure that services start at the beginning of the school year.*)
2. A copy of the contract with another agency to provide services, if applicable
3. Approved minutes of the district board of education meeting approving the contract, which describes the methods by which the health services to nonpublic school students will be provided for the ensuing year, including a rationale for the distribution of funds (see form below)
4. A description of the type and number of services that were provided during the previous school year on a [form approved by the Commissioner of Education](#)
5. A copy of the district nursing services plan where it relates to the nonpublic school

¹ See NJ Administrative Code [N.J.A.C. 6A:16-2.5\(j\)](#)



STATE OF NEW JERSEY DEPARTMENT OF EDUCATION

DISTRIBUTION OF NONPUBLIC NURSING FUNDS FORM

Use this worksheet to enter in the *budgeted* amounts (as per the contract) at the start of the year and then enter the *actual* amounts provided after the completion of the school year to identify any differences. This improves the district's ability to monitor the program and increases transparency for the nonpublic schools.

NOTE: If you would like to input data directly into this Excel worksheet, please use the word version of this document.

Service provider name:			
Start date for nursing services:			
State reimbursement rate (per student)*:			
Number of students served:			
State funding provided (reimbursement rate x # students):		\$ -	
	Budget (per contract)	Actual (to be entered after completion of schoolyear)	Difference
1. Number of annual service hours provided:			0
2. Nursing service hourly rate:			0
3. Total nursing service costs (# of hours x hourly rate):	\$ -		\$ -
4. Weeks served:			0
5. Hrs. per week served:			0
Nursing Budget			
6. Total nursing service costs	\$ -		\$ -
7. Supplies/equipment			\$ -
8. Administrative costs (funds expended by the district board, not to exceed 6% of nursing allocation)			\$ -
9. Other			\$ -
10 Total program costs expended by the district	\$ -	\$ -	\$ -

*State allocations for nursing services for nonpublic schools are available in July.